



गोवा GOA

DATE 27/11/17 SER NO. 5628 VALUE 50/-  
NAME OF PURCHASER \_\_\_\_\_  
RESIDENT OF \_\_\_\_\_ PURPOSE \_\_\_\_\_  
PLACE OF VENDOR PANAJI

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SIG. PURCHASER

Signature of Stamp Vendor  
Shri Dheep Raghavendra Shetty  
Lic. No. AC-ETP-VEN-49-2015  
Dt. 31-08-2015

Inspector General of Societies/  
District Registrar, North Goa.

**CERTIFIED COPY**

It is hereby certified that the file registered under No. 118/GOA/2015 dated 26/02/2015 existing in the records of this office relating to the registration of the Society "ST. JOSEPH VAZ EDUCATIONAL SOCIETY" Contains "CONSTITUTION" this is as follows:

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*[Signature]*  
Inspector General of Societies/  
District Registrar, North Goa.

**CONSTITUTION OF ST. JOSEPH VAZ EDUCATIONAL SOCIETY**

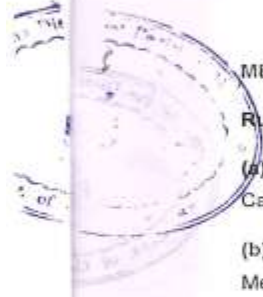
*[Signature]* NAME OF THE SOCIETY : ST JOSEPH VAZ EDUCATIONAL SOCIETY  
Address of the Society:

Instituto Nossa Senhora de Piedade,  
D. B. Marg,  
Panaji - Goa.  
403001.

*[Signature]* AREA OF OPERATION : STATE OF GOA

**THE ACCOUNTING YEAR:**

The official year of the Society for the purpose of Accounts will be 1<sup>st</sup> April to 31<sup>st</sup> March of each Christian Calendar year.



**MEMBERSHIP:**

**Rules and Regulations:**

- (a) The Membership of the Society shall be open to any person professing the Catholic faith who have completed the age of 18 years;
- (b) A person fulfilling the requirement of Clause (a) shall be inducted as a Member;
- (c) Any Member desirous of resigning from the membership of the Society, shall give a Notice in writing to this effect. The resignation shall operate from the date of acceptance of the same.

**EXPULSION:**


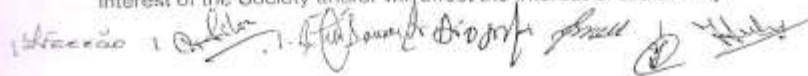
A Member accused or suspected of misconduct or conduct subversive of the objects of the Society or detrimental to its interest or repute on being given an opportunity to explain his/her conduct is found guilty by the Governing Council, then upon a Resolution being so passed by the General Body, he shall be removed from the Membership Register Pending decision of the General Body. On any such reference by the Managing Committee, the Managing Committee shall have power to suspend a Member from exercising his Rights and Privileges as a Member.

*[Signatures]*  
1. *[Signature]* 2. *[Signature]* 3. *[Signature]* 4. *[Signature]* 5. *[Signature]*

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Inspector General of Societies/  
District Registrar, North Gos.

#### ADMINISTRATION OF THE SOCIETY

- a) The General Body of the Society shall consist of all the Members on the roll;
- b) The General Body of the Society shall meet at least once on or before the end of the month of November of every year to deliberate all matters pertaining to the Society in general, to approve the Annual Audited Statement of Accounts and lay down the Annual Policy of the Society in the matters of administration in the Institutions run by the Society; and any other matter as may be referred to it by the Managing Committee for its deliberation and decision; and any other matter so specified in the Agenda of the Meeting. The Annual General Body Meeting shall be chaired by the Chairman of the Society and in his absence, by the President of the Society, and in his absence by the Secretary of the Society.
- c) The Annual General Body Meeting shall be called by the Secretary of the Secretary of the Society;
- d) The Managing Committee is empowered at any time of the year to call for a Special General Body Meeting to deliberate and/or decide on issues which the Managing Committee thinks fit to refer to the decision of the General Body
- e) The General Body shall decide and/or resolve, all matters by a majority votes of the Members present and forming the Quorum of the Meeting;
- f) There shall be a Chairman, a President and a Secretary-cum-Treasurer and 3 Members of the Managing Committee. The Chairman shall be responsible to conduct the Meetings of the General Body. In his absence, the President shall be responsible to conduct the Meeting of the General Body. The affairs of the Society shall be conducted in the name of the President;
- g) The Chairman and the President shall have the power to veto any of the Resolutions of the General Body and/or the Managing Committee if either of them find in their respective judgment that the same are against the interest of the Society and/or will affect the interest of the society.

  
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District Registrar, North Goa.

**QUALIFICATION FOR BEING THE CHAIRMAN**

The Chairman of the Society shall be the Archbishop Patriarch of Goa and Daman, the Ordinary of the place.

The President of the Society shall be the Ex-Officio President, of the Diocesan Society of Education.

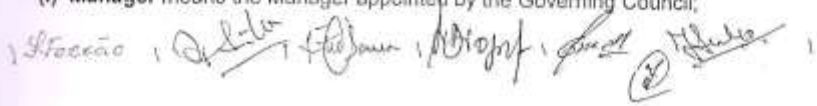
The Secretary-cum-Treasurer of the Society shall be the Ex-Officio Secretary of the Diocesan Society of education.

Members of the Managing Committee shall be the Ex-Officio President of the Fabrica of the Church of Cortalim; and the Ex-Officio Attorney of the Fabrica of the Church of Cortalim and Ex-officio Treasurer of the Fabrica of the Church of Cortalim



**DEFINITION:**

- (a) **Archdiocese** means the Roman Catholic Archdiocese of Goa and Daman;
- (b) **Administrator** means the Administrator appointed for the Institution by the Governing Council;
- (c) **Chancellor** means one carries this designation and power as described in the Code of Canon Law under Canon 482;
- (d) **Diocesan Society of Education** shall be the Society registered under the Societies Registration Act and for short, shall be referred to as 'DSE'.
- (e) **Ex-Officio Chairman** is the Ordinary of the place.
- (f) **Fabrica** shall mean Fabrica as defined in the Constitutions of Fabricas and Cofres enacted by the Archdiocese of Goa, and Daman.
- (g) **General Body** means the assembly of all the Members of the Society;
- (h) **Governing Council** means the Executive Committee of 9 Members which bears this name and to which the management of the affairs of the Society is entrusted;
- (i) **Manager** means the Manager appointed by the Governing Council;

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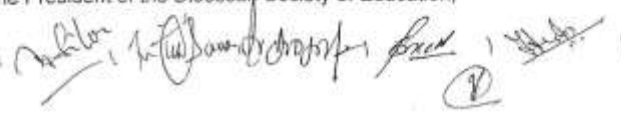
- (j) **Ordinary of the place** means one who is in charge of the Archdiocese in the canonical language of the Catholic Church;
- (k) **President** means the Office-bearer of the Diocesan Society of Education;
- (l) **Procurator** is the Diocesan Financial Administrator appointed by the Ordinary of the place as provided under Canon 494 of the Canon Law;
- (m) **Principal** means Academic Head appointed by the Governing Council
- (n) **Society** means St. Joseph Vaz Educational Society of Education;
- (o) **Secretary** is the Office-bearer of the Society, who carries this designation
- (p) **Vicar General** is one who carries this designation and powers as prescribed and specified in Canon Law 475 of the Code of the Canon Law;

**MEMBERS:**

The Memberships of Society shall consist of (i) Ordinary Ex-Officio Members; ii) Extra-ordinary Members.

1. The Ordinary Members shall be those who are so admitted as Members by the General Body. The Ex-Officio Members shall be:

- (a) The Ordinary of the place;
- (b) The Vicar-General of the Archdiocese of Goa;
- (c) The Chancellor of the Curia of the Archdiocese;
- (d) The Procurator of the Archdiocese of Goa;
- (e) The President of the Fabrica of the Church of Cortalim;
- (f) The Attorney of the Fabrica of the Church of Cortalim;
- (g) The Treasurer of the Fabrica of the Church of Cortalim;
- (h) The President of the Diocesan Society of Education;

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- (i) The Secretary-cum-Treasurer of the Diocesan Society of Education;
- (j) The Principal of the Colleges belonging to the Society;
- (k) The Manager of the Schools/Institutes;
- (l) The Administrator of the College if and when appointed;
- (j) 2 Members of the Governing Council of the Diocesan Society of Education so appointed by the Governing Council of the Diocesan Society of Education.

2. Extraordinary Members are those appointed by the Ex-Officio Chairman of the Society for a specific period.

**THE GENERAL BODY:**





**1. COMPOSITION.**

The General Body of the Society shall consist of all the Members of the Society.

**2. POWERS:**

- (a) To read and approve the Minutes of the last General Body Meeting;
- (b) To adopt and pass the Report of the work done and audited Statement of Accounts of the previous year;
- (c) To elect the Members to the Governing Council. All Elections shall be proposed and seconded by any of the members present;
- (d) To transact any other business with the permission of the Chairman.

N. B. A Resolution passed either at the Meetings of the General Body or the Governing Council of the Society shall not be rescinded within three months from the date of the Resolution; except by a majority of three fourth of the Members present and voting at the relevant Meeting.

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Inspector General of Societies  
District Registrar, North Goa.

**3. MEETING:**

- (a) The ordinary General Body Meeting of the Society shall be held at least once in a year. Such Meeting will consider and dispose off the business passed on to it by the Governing Council. It shall be presided by the Ex-Officio Chairman;
- (b) Notice for every Meeting of the General Body shall be sent by the Secretary to all Members by a Circular Letter so as to give them a clear Notice of 10 days;

The Quorum for the Meeting shall be one third of the Members. If there is no quorum the Members present shall wait for half an hour and meet without quorum to discuss and pass the Agenda.

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IV - THE GOVERNING COUNCIL: *At present the Governing Council consists of seven members that is, 1 chairman, President, Secretary cum Treasurer and four members*

**1. COMPOSITION:**

*In future*  
The Governing Council shall be the Executive Committee of the Society; and shall consist of the following Members:

- (a) The Ex-Officio Chairman of the Society;
- (b) The President of the Diocesan Society of Education;
- (c) The Secretary-cum-Treasurer of the Diocesan Society of Education;
- (d) The President of the Fabrica of the Church of Cortalim;
- (e) The Attorney of the Fabrica of the Church of Cortalim;
- (f) The Treasurer of the Fabrica of the Church of Cortalim;
- (g) The Principal of the Institute of the Society
- (h) The two appointed Members of the Diocesan Society of Education, so appointed as Members of the Society;

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## 2. POWERS:

The Governing Council shall have the following powers and duties:


- a) To prepare the Annual Budget of the Society and to implement it as adopted by the General Body;
- b) To receive all moneys due to Society;
- c) To accept grants, bequests and trusts with the prior consent or approval of the Ex-Officio Chairman and of the General Body;
- d) To purchase or take on lease or on rental basis or in exchange or otherwise acquire any immovable property of the Society with the prior consent and approval of the Local Ordinary and of the General Body;
- e) To sell or to give as a gift, any property of the Society with the prior consent or approval of the Local Ordinary and the General Body; ....
- f) To raise, borrow and secure the payment of money in such a manner and on such Conditions or Terms as may be directed by the Local Ordinary and the General Body;
- g) To administer the movable and immovable property of the Society;
- h) To create, establish, maintain and administer Reserve and Special Funds of all kinds or nature with the approval of the Local Ordinary;
- i) To invest the funds and money that the Local Ordinary may decide upon, in Government or Trust Securities or Certificates or Bonds;
- j) To constitute and appoint Committee(s) and to delegate any of the powers to Committee(s) so constituted or appointed with prior approval of the Local Ordinary.
- k) To appoint any individual to represent the Governing Council, when required;
- l) All resolutions and decisions of the Governing Council failing unanimity, shall be carried out by a simple majority, with due concurrence of the Local Ordinary.
- m) The Governing Council of the Society will frame the rules of the service conditions of the Members of the Staff in accordance with law, for all the Schools, Colleges and educational institutions run by the Society.

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District Registrar, North Goa.

**POWERS AND FUNCTIONS OF THE OFFICE-BEARERS OF THE GOVERNING COUNCIL SHALL BE:**

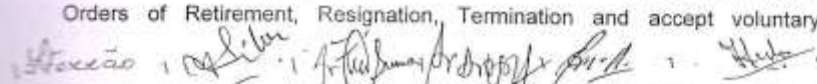
I. The Ex-officio Chairman shall preside over the Meetings of the Governing Council. He may however in his absence, direct the President of the Executive Committee to act for him; or in the absence of the latter, any other Member of his choice;

II. The powers of the President:

- a) To act for the Ex-officio Chairman in case of his inability to be present at the Meeting;
- b) To represent the Governing Council and Act in its name at different fora.
- c) To appointment of Managers and Headmasters of the schools, Administrators and Principals of the Colleges and Higher Secondary Schools and Directors shall be made by the President with the concurrence of the Ex-Officio Chairman.

III. The Powers of the Secretary-cum-Treasurer shall be:

- a) To act as the Executive Officer of the Society. He shall act as Convener and Secretary of all the Meetings of the Society and of the Governing Council;
- b) To receive all moneys, funds and income on behalf of the Society and make as per Rules, all required disbursement for carrying out the Resolutions and other Directives, standing or specific of the Governing Council;
- c) To deposit any amount exceeding Rs.1,000.00 (Rupees One Thousand only); which is not required for the immediate payment in the Bank or Banks having an account of the Society;
- d) To represent the Chairman or President on the Selection/Promotion Committees and forward the appointment/promotions for the approval of the Government;
- e) To issue Orders of Appointments/ Promotions to the selected candidates, Orders of Retirement, Resignation, Termination and accept voluntary

  
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*[Signature]*  
Inspector General of Societies/  
District Registrar, North Goa.

retirement of all the staff; both teaching and non-teaching; except of the Administrators/Managers and Principals/ Heads of Schools and to deal with all such service matters of the staff;

- f) To constitute Inquiry/Disciplinary Committees on behalf of the Governing Council/ School/ Institute Managing Committees;
- g) To represent the Society in the Court of Law and other fora.

IV. In case of inability of the Secretary-cum-Treasurer to discharge duties the Ex-officio Chairman may nominate one of the Members to act as Secretary-cum-Treasurer.

V. The President and the Secretary along with the Members of the Governing Council will serve on the School Managing Committees as envisaged under Rule 46 of the Goa, Daman and Diu School Education Rules, 1986.



**APPOINTMENT OF TEMPORARY TEACHING AND NON-TEACHING STAFF:**

Temporary appointment of the Teaching and Non-teaching staff of the different Schools and Educational Institutions shall be done by the Manager of the said educational institutions by order and in the name of the Governing Council of the Society.

**MEETINGS:**

- a) Meeting of the Governing Council shall be held at least once in every three months;
- b) The quorum for the Meeting shall be a minimum of 5 Members. If there is no quorum, the Meeting shall be of 2/3 of the Members. If there is no quorum the Members shall wait for half an hour and shall meet without quorum to deliberate the Agenda.

**TENURE:**

The elected Members of the Governing Council shall hold the post for three years.

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Inspector General of Societies/  
District Registrar, North Goa.

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**5. FILLING UP OF VACANCY IN THE GOVERNING COUNCIL:**

Any casual vacancy in the Governing Council due to illness or death or resignation of a Member of the Governing Council may be filled by the Chairman. The appointment shall have to be confirmed at the next meeting of the General Body.

**OPERATION OF BANK ACCOUNT:**

The moneys belonging to the Society shall be kept in a Scheduled Bank or Banks or Post Office approved by the Governing Council of the Society in the name of the Society and all such accounts shall be operated by the Secretary-cum-Treasurer or Chairman or President.

**UTILIZATION OF FUNDS**

The Instrument under which the institution or fund is constituted does not, or the rules governing the institution or fund do not, contain any provision for the transfer or application at any time of the whole or any part of the income or assets of the institution or fund for any purpose other than a charitable purpose.



**VI. OFFICIAL YEAR**

The working of the financial year of the Society shall be from 1<sup>st</sup> April to 31<sup>st</sup> March.

**VII. FILING OF RETURNS:**

- 1) All Educational Institutions of the Society have to send every year, two copies of the Audited Statements of the previous year to be recorded in the requisite books of Accounts;
- 2) The same Institutions have to send whatever returns are asked by the Secretary-cum-Treasurer of the Executive Committee;
- 3) The register of the Dead Stock should be taken to the Secretary by the In-Charge of that Register in the Society's Educational Institutions. This must be done as soon as the Auditing of the Accounts is over.

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*[Signature]*  
Inspector General of Societies/  
District Registrar, North Goa.

4) All Accounts of the Society shall be maintained regularly and duly audited by the Chartered Accountant. Every year the Accounts shall be closed by 31<sup>st</sup> March.

**VIII. INVESTMENT CLAUSE.**

The Funds of the Society shall be invested in the modes specified under the provisions of section 13(I)(d) f.v.s. 11(5) of the I. T. Act. 1961, as amended from time to time

**IX. AMENDMENT CLAUSE.**

Any amendment to the Constitution will be considered by the Governing Council on the proposal of all least ¼ of the Members of the Society and will be discussed by the Governing Council of the Society for appropriate action. The final decision is to be taken by 2/3 majority of the Members of the Society present at the General Body Meeting with the concurrence and subsequent approval of the Local Ordinary following the provisions of Section 12 of the Societies Registration Act 1860.

No Amendments to the Memorandum of Association shall be made which may prove to be repugnant to the provisions of the sections 2(15), 11, 12, 13, & 80G of the Income Tax Act, 1961, as amended from time to time. **FURTHER NO AMENDMENT SHALL BE CARRIED OUT WITHOUT THE PRIOR APPROVAL OF THE COMMISSIONER OF INCOME TAX**

**X. DISSOLUTION CLAUSE:**

The dissolution of the Society shall take place on a decision taken by the General Body of the Society, so as to dissolve the Society and on the date of dissolution the assets, all or any, of the Society shall be transferred as decided by the General Body to the Archdiocese of Goa and Daman or to any other charitable Society/Trust/Organization of the Archdiocese of Goa and Daman whose objects are similar to those of this Society(R) and which enjoys recognition u/s 80G of the Income Tax Act, 1961, as amended from time to time and shall, under no circumstances, be distributed among the members of the Governing Council of the Society, following the provisions OF Section 14 of the Societies Registration Act 1860

**XI. CLAUSE 7**

The funds and the income of the Society shall be solely utilized for the achievement of its objectives and no portion of it shall be utilized for payment of the Members by way of profit, interest dividends, etc.

*[Signature]* *[Signature]* *[Signature]*

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Inspector General of Societies/  
District Registrar, North Goa.

It is certified that this is a true Xerox copy of the original "CONSTITUTION" of the Society "ST. JOSEPH VAZ EDUCATIONAL SOCIETY" under Registration No. 118/GOA/2015.

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Certified copy is issued at the request of Fr. Zeferino D'souza made in his application dated 25/01/2017 where it is stated that the same is required for official record and has 13 sheets serially numbered from 1 to 13.

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Fees of Rs 55/- (Rupees fifty five only) credited to the State Bank of India, Panaji by this office under Challan No. 625/2017 dated 31/01/2017.

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Office of the District Registrar, North, Panaji, dated 01<sup>st</sup> February, 2017.

  
(V.T.HADKONKAR)

Inspector General of Societies  
District Registrar (North Goa)

Compared by: 